

## REQUEST TO STATE CONTROLLER TO ESTABLISH OR AMEND SPECIAL DEPOSIT FUND ACCOUNT

SUBMIT ORIGINAL TO DEPARTMENT OF FINANCE. UPON APPROVAL, DEPARTMENT OF FINANCE WILL FORWARD ORIGINAL TO STATE CONTROLLER'S OFFICE FOR PROCESSING. WHEN ACCOUNT HAS BEEN ESTABLISHED, AN ACKNOWLEDGED COPY WILL BE RETURNED TO THE AGENCY, AFTER WHICH CLAIMS MAY BE SUBMITTED.

UNLESS EXCEPTED BY LAW, EXPENDITURES FROM THIS ACCOUNT ARE SUBJECT TO GENERAL STATE LAWS GOVERNING THE EXPENDITURE OF STATE FUNDS (SEE 1 OPS, CAL. ATTY. GEN. 90). THIS INCLUDES CONTRACT, PURCHASE AND CIVIL SERVICE REQUIREMENTS, BOARD OF CONTROL RULES, APPROVALS BY DEPARTMENT OF GENERAL SERVICES AND ATTORNEY GENERAL, ETC.

CLAIM SCHEDULE WILL SHOW APPROPRIATION AS GOVERNMENT CODE (GC) SECTION 16370 AND THE ACCOUNT TITLE.

<b>UNDER THE PROVISIONS OF GC SECTION 16370 AND STATE ADMINISTRATIVE MANUAL SECTION 18420 PLEASE ESTABLISH OR AMEND THE FOLLOWING SPECIAL DEPOSIT FUND ACCOUNT.</b>			
Proposed Account Title:			
Source of Monies:			
Purpose of Account:			
Date of Trust Instrument:		Department of Finance Approval:	
		By:	Date:
Disposition of Residue:		Statute Reference, If Any:	
Expenditures Authorized:			
Period of Availability:			
Department:		Organization Code:	
Contact Person:		Title:	
Signed:		Date:	
<b>STATE CONTROLLER USE ONLY</b>			
Remarks:			
Account Established:			
Date _____			
FUND	AGENCY	FY	REF/ITEM
<b>BUREAU CHIEF</b> DIVISION OF ACCOUNTING AND REPORTING			